COLLECTION OF DEBTS

Valencia reserves the right to take legal action in its attempt to collect any and all amounts due from a student or third-party account. Notice will be given through your Atlas account and with written correspondence before any action is taken.

Returned Payment Items

If Valencia receives two returned unpaid items (check or ACH) in any combination from a student, the student no longer will be able to use these forms of tender as a method of payment. In addition, a returned check fee, based upon the amount of the transaction, will be assessed to the account. (See Schedule of Fees (http://catalog.valenciacollege.edu/financialinformationfees).)

Disputed Credit Cards

If Valencia receives two disputed credit card charges on a student account, the student will no longer be able to use this form of tender (Visa, Master Card, American Express or Discover) as a method of payment.

Other Debts

All valid charges placed on an account are subject to the following actions. If a student does not respond to the notices sent via Atlas e-mail and/or mailings to the address currently on file in the student’s Atlas account within the stipulated time frame, Valencia reserves the right to administratively withdraw that student from all courses; no refund will be given and all debt remains due. Until the debt is paid, the account will be placed on hold, prohibiting any future registration or release of an official transcript. Valencia also reserves the right to submit uncollected debts to an external collection service. At this time, the cost to a student after this action is taken is the outstanding balance at the time of submission plus the account collection fee. Refer to the Other Fees (http://catalog.valenciacollege.edu/financialinformationfees/otherfees) section of this catalog for additional information on the Account Collection Fee.